


















Date ▲	Type	Description	Matter	User	Qty	Rate (\$)	Non-billable (\$)	Billable (\$)
07/18/2020		Retainer/Intake: Retainer/Intake: Prepared for and had intake meeting with client. Reviewed client's situation in detail and discussed potential claims. After agreeing to take the case, reviewed retainer agreement with client. Explained the legal process to client including duty to preserve evidence etc. Client signed retainer agreement. Did some further analysis of claims, case set up, etc.	11083-Burton	Abdul K. Hassan, Esq.	2.09h	500.00	-	1,045.00
07/21/2020		Researched claims and defendant(s) - operations, ownership, history and litigation history, etc. Looked into issue of joint employment and corporate/ individual liability within the context of the FLSA and NYLL. Looked into issues such as coverage/ exemptions, jurisdiction/venue, pre-filing requirements such as administrative filings, etc. Evaluated class v. individual action, etc. Spent time outlining the litigation of the case and strategies including possible defense strategies. Drafted complaint.	11083-Burton	Abdul K. Hassan, Esq.	3.18h	500.00	-	1,591.67
07/22/2020		Received from EDNY via ECF, Summons, Case assignment, Consent Form, Quality Control info, etc., and entered information	11083-Burton	Abdul K. Hassan, Esq.	0.00h	500.00	-	0.00
					<b>21.29h</b>		<b>\$0.00</b>	<b>\$10,646.67</b>
							0.0h	21.29h

Date	Type	Description	Matter	User	Qty	Rate (\$)	Non-billable (\$)	Billable (\$)
		in system.						
07/27/2020		Drafted and prepared notice of claim, complaint etc., which was then sent to defendant and plaintiff.	11083-Burton	Abdul K. Hassan, Esq.	0.88h	500.00	-	441.67
07/27/2020		Prepared summons and complaint and related papers sent to process server along with payment, for service on defendant.	11083-Burton	Abdul K. Hassan, Esq.	0.77h	500.00	-	383.33
08/03/2020		Reviewed proof of service which was then filed along with summons via ECF for service on defendant.	11083-Burton	Abdul K. Hassan, Esq.	0.22h	500.00	-	108.33
09/20/2020		Answer to Complaint: carefully reviewed and analyzed answer to complaint (admissions, denials etc) which was filed a few days ago by defendant to see what issues remain. Did basic research and review into the affirmative defenses in terms of case strategy/ planning and possibly moving to dismiss - what defenses were waived, not properly stated, not relevant etc. Checked for any additional request for relief against plaintiff that way require a timely response.	11083-Burton	Abdul K. Hassan, Esq.	0.83h	500.00	-	415.00
					<b>21.29h</b>		<b>\$0.00</b>	<b>\$10,646.67</b>
							0.0h	21.29h

Date ▲	Type	Description	Matter	User	Qty	Rate (\$)	Non-billable (\$)	Billable (\$)
09/21/2020		Received and reviewed FLSA discovery order, calendared dates and updated case plan.	11083-Burton	Abdul K. Hassan, Esq.	0.00h	500.00	-	0.00
11/06/2020		Reviewed file and issues then drafted and served plaintiff's initial disclosures.	11083-Burton	Abdul K. Hassan, Esq.	0.96h	500.00	-	480.00
01/06/2021		Reviewed file and issues then drafted and emailed to mediator plaintiff's mediation statement.	11083-Burton	Abdul K. Hassan, Esq.	1.32h	500.00	-	658.33
01/12/2021		Received and carefully reviewed documents received from defense counsel and files in preparation for mediation.	11083-Burton	Abdul K. Hassan, Esq.	2.62h	500.00	-	1,308.33
01/13/2021		Continued preparation, then participated in mediation with plaintiff, defendant's representative, defense counsel and mediator.	11083-Burton	Abdul K. Hassan, Esq.	3.95h	500.00	-	1,975.00
01/26/2021		Received and reviewed draft agreement from defense counsel, made changes, etc. and sent back to defense counsel.	11083-Burton	Abdul K. Hassan, Esq.	1.23h	500.00	-	615.00
02/02/2021		Reviewed file and issues then	11083-Burton	Abdul K.	0.51h	500.00	-	255.00
					<b>21.29h</b>		<b>\$0.00</b>	<b>\$10,646.67</b>
							0.0h	21.29h

Date	Type	Description	Matter	User	Qty	Rate (\$)	Non-billable (\$)	Billable (\$)
		drafted and filed notice of settlement and request for adjournment.		Hassan, Esq.				
02/09/2021		Prepared for, then conferred with plaintiff and reviewed final version of settlement documents, which were then executed by Plaintiff.	11083-Burton	Abdul K. Hassan, Esq.	0.37h	500.00	-	185.00
02/16/2021		Reviewed file and issues then drafted and prepared motion for settlement approval along with supporting documentation.	11083-Burton	Abdul K. Hassan, Esq.	1.37h	500.00	-	685.00
02/28/2021		Estimated time to complete remainder of case – closing papers, client meetings etc. assuming things go smoothly.	11083-Burton	Abdul K. Hassan, Esq.	1.00h	500.00	-	500.00
					<b>21.29h</b>		<b>\$0.00</b> 0.0h	<b>\$10,646.67</b> 21.29h